

BOARD OF PUBLIC WORKS AND SAFETY
April 12, 2005

Regular Session:

The Board of Public Works and Safety met in regular session on Tuesday, April 12, 2005 at 9:00 a.m. Members present were: Gary Henriott, Norm Childress, Tom Shorter and Claudia Samulowitz. Absent were: Cindy Murray.

Ed Chosnek, City Attorney was also present.

President Henriott called the meeting to order.

The Pledge of Allegiance was given to the flag of our Country.

MINUTES

Mr. Childress moved to approve and amend the minutes from April 5, 2005 regular meeting with the following changes; page one under Minutes, change the date from April 5, 2005 to March 29, 2005 and on page three under Claims, change Mr. Shorter to Mrs. Samulowitz. Mr. Shorter seconded. Passed

OLD BUSINESS

Notice of Award – 2005 Asphalt & Bituminous – Coated Aggregate

Rick Morrissey, Purchasing Manager, presented to the Board and recommended approval of a Notice of Award for Milestone Contractors, L.P. as the primary vendor and Rieth-Riley Construction Co., Inc. as the secondary vendor for the 2005 Asphalt & Bituminous – Coated Aggregate bid. Mr. Childress moved for approval. Mrs. Samulowitz seconded. Passed.

NEW BUSINESS

Hawkins Environmental

Addendum #5 to the Utility Service Agreement – Benjamin Crossing PD/Benjamin Crossing LLC

Mike Smith, Hawkins Environmental, presented to the Board and recommended approval of Addendum #5 to the Utility Service Agreement for Benjamin Crossing PD/Benjamin Crossing LLC. Mr. Childress moved for approval. Mr. Shorter seconded. Passed.

Engineering

Agreement – Greenbush Street Inspection

Opal Kuhl, City Engineer, presented to the Board and recommended approval of an Agreement for the Greenbush Street Inspection with American Consulting, Inc. in a not to exceed amount of \$351,120.00. Ms. Kuhl stated representatives from American Consulting were present and available for questions. President Henriott requested a motion to amend the agreement as drafted and read aloud by Mr. Chosnek as follows; page one of Appendix “D” under method of Payment 1, paragraph three, to be changed from; In the event an invoice amount is disputed, LOCAL PUBLIC AGENCY shall so notify CONSULTANT. If such dispute is not resolved to LOCAL PUBLIC AGENCY’S satisfaction within ten (10) business days after notice of such dispute is sent by LOCAL PUBLIC AGENCY to CONSULTANT, LOCAL PUBLIC AGENCY shall pay such amount, under protest, into the City Court of Lafayette, which shall hold such money until notified of a resolution signed by both parties hereto or the entry of a final judgment thereon. **To** In the event an invoice amount is disputed, LOCAL PUBLIC AGENCY shall so notify CONSULTANT. If such dispute is not resolved to LOCAL PUBLIC AGENCY’S satisfaction within ten (10) business days after notice of such dispute is sent by LOCAL PUBLIC AGENCY to CONSULTANT, LOCAL PUBLIC AGENCY shall hold said amount, under protest, until a resolution signed by both parties hereto or the entry of a final judgment thereon. Mr. Chosnek stated the agreement would reflect the changes and initialed by the representatives of American Consulting, Inc. Ms. Kuhl stated the bids for the project would be received on April 26, 2005 and the project should start around the first of June and will carry over into next year. Samulowitz moved to approve the agreement, as amended. Mr. Childress seconded. Passed.

Police Traffic Department

Request to hire Four School Crossing Guard Substitutes

John Dennis, Deputy Police Chief, requested permission to hire Larry Sweet, Donald Aschliman, Harold Rayner and Leonard Schwarz as School Crossing Guard Substitutes. Mr. Shorter moved for approval. Mr. Childress seconded. Passed.

MISCELLANEOUS

Event Closure Request – Lafayette/West Lafayette Chamber of Commerce After Business Hours

Brian Melchi, Bison Financial, presented to the Board and requested approval to close the west half of Brown Street between 3rd and 4th Street to hold the Lafayette/West Lafayette Chamber of Commerce after Business Hours on April 20, 2005 from 2:00 PM to 9:00 PM. Mr. Melchi stated the tents will be kept to the south side of the streets so that through traffic could pass if need be. President Henriott expressed concern to closing the street completely, although a lightly traveled section of street, and after discussions at caucus regarding the dangers and /or hazards to the public of leaving part of the street open, Mr. Henriott stated he would prefer a lane through the area be available for opening should the need arise. Mr. Childress moved for approval. Mrs. Samulowitz seconded. Passed.

Claims

Terry Schmitt, Deputy Controller, presented for Board approval, Claims in the amount of \$385,103.28. Mr. Shorter moved for approval. Mr. Childress seconded. Passed

DEPARTMENT UPDATES

Ted Bumbleburg, Park Superintendent, gave the following department update to the Board;

- **Columbian Park Zoo Project**
 - Continues to move forward with building finishes both interior and exterior, continuing the infrastructure on the site and anticipating later this year to move into exhibit construction.
- **Loeb Stadium Project**
 - Infield project almost complete as well as the irrigation system, heads from TORO should be arriving next week to begin the irrigation completely of the field itself.
 - Structural improvements have been started and should take an estimated fifteen (15) working days to complete. During this time the stands are not available for seating except for the very front section (lower section) which is on grade. Lafayette Jeff has given two sets of bleachers to the stadium that are to be installed. Mr. Bumbleburg stated the field is currently being used and the construction has not curtailed the activities.
 - Contract completion date is June 1, 2005 pending arrival of construction supplies.
 - Goal – have ready by the Sectional Tournament.
- **McAllister Center**
 - Spring Break Camp held during the Catholic School and Lafayette Schools spring break and averaged 38 participants per day which is an increase from previous years.
 - Planning for Youth Summer Camp has begun which is a thirteen week program to begin after Memorial Day and run through August with an anticipated growth this year.
 - Awareness and Self Protection Program - Starting a new to the center in the next month or so.
- **Golf Course**
 - Opened March 15, 2005 and has done over \$37, 000 in revenue to date and over 1000 rounds of golf played since that time.
 - All equipment is in except for two utility carts that should be arriving any day.

Mr. Bumbleburg stated that due to cooperative weather conditions on Saturday, April 9, 2005, 43 out of the 50 golf carts purchased were being used at one time and on Sunday April 10, 2005, 47 carts were being used with over 300 rounds of golf played. Mr. Bumbleburg stated the greens were in good shape, the fairways are starting to grow and most of the areas have been seeded except for future natural areas.

Brenda Sheets, Utility Billing Business Manager, gave the following department update to the Board along with a handout;

- **On-Line Payment Option**
 - Generated 1, 000 payments since February
 - Internal Challenges – payments are manually posted instead of using a barcode scanning device and the IT Department is looking for a program to coordinate this system with the current software for the future.
 - Customer Concerns – have had three regarding security issues of the web site, link to accept “terms and conditions” was not visible (is being corrected) and “exit option” would log customer off the internet.
- **Telephones**
 - Averaged 4,000 calls per month for the past three months
 - Automated Answering System
 - Wireless Headsets
- **Check Readers**
 - 12 Hour turn around time for deposits and NSF checks

- Introduced Amy Dulin, Assistant Business Manager
- Accounts Receivable are 83% current
 - Krista Howard, Collections Manager, will be working one on one with the customer service representatives to improve communications etiquette regarding payment arrangements with customers.
 - Currently only disconnect Monday through Thursday, however starting this week will disconnect non-paying customers on Friday as well.
- Billing Process
 - Closing in on options, the Board will be receiving a packet for review in the next couple weeks regarding those options.
- Training – Reduced cash balancing time to 12 minutes, Human Resources has provided customer service and collection training is continuous and ongoing.
- Fire Hydrant & Fire Line Billings
 - City Ordinance – has not been followed properly in the past.
 - Obligation to pay
 - Billing in advance
 - Past Billing Efforts
 - Recent Findings
 - Future Billing “Phase-in” Process
 - 2005 January 2006
 - 2006 July 2006
 - 2007 January 2007

With there being no further business to come before the Board, President Henriott stated the meeting was adjourned.

Time: 9:41 a.m.

BOARD OF PUBLIC WORKS AND SAFETY
Gary Henriott
President

ATTEST: Deb Puetz
1st Deputy Clerk

Minutes written by Deb Puetz

The Engineering Office issued the following Building Permits for the week ending April 8, 2005:

	Stan Workman	1505 Adams St	meter only	\$0.00
	Mandy Taylor	30 Carolyn Ct	meter only	\$0.00
	Charles Sibray	936 Wabash Ave	meter only	\$0.00
10946	Charles Wheatley	2070 S 22nd St	Sign for Southern Flava	\$350.00
10947	Suki McAlister	713 N 10th St	Demolish garage	\$0.00
10948	Mark Scharer	216 N 6th St	Interior demolition	\$0.00
10949	Evan A Houston	1938 Maple St	Upgrade service to 200 amps, extend N	\$17,000.00
10950	Tonye Devine	2408 Gregory Ave	Addition	\$5,000.00
10951	Beverly Nelson	2904 Commanche Trl	Deck w/smaller deck attached	\$3,000.00
10952	Temple Association	522 Columbia St	Event sign for Masonic Lodge 4/4-4/16	\$25.00
10953	Ronald Whiles	31 S 30th St	Interior remodel (completion of BP#9422)	\$5,000.00
10954	Ralph Clawson	1216 Archway Dr	Replace mast	\$440.00
10955	Joseph P Joyce	836 Shawnee Ave	Move electric lines underground	\$600.00
10956	Lowe's Companies	100 Creasy Ln N	Install new generators	\$100,000.00
10957	Guy Louks	16 Earl Ave N	Event sign for Just Smokies	
10958	Michelle McCarty	3309 Beech Dr	Addition & exterior remodel (roof & siding)	\$35,000.00
10959	Immanuel United Church of Christ	1526 S 18th St	Event sign for pancake breakfast 4/8-4/18	\$25.00
10960	James Smith	3809 Thomas Jefferson Rd	Enclose patio	\$12,000.00
10961	Justin Younkin	2415 Sagamore Pkwy S	Interior remodel, landscape & wall (old K-	\$3,000.00
10962	Eloc Property LLC	1222 Columbia St	Split electric & add 4 new breaker boxes	\$1,000.00
10963	Tetzloff Partnership	404 S 15th St	Replace meter base	\$100.00
10964	Bowsher Heating & Cooling Inc	821 Earl Ave S	Event sign for Bowsher Heating & Air	\$25.00